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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 30 November 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #48

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I. COMPLETED PROJECTS

1. Recruiting Brochure

Prepared a memo transmitting the recruiting brochure from the DD/S to the DD/I, DD/P, IG, General Counsel and the Director of Security requesting comments by 7 December 1956.

2. Five Per Cent Training Policy

A formal and a job training course conducted by the Office of Security and a formal course conducted by RI/FI were approved.

3. Completed summary of the DTR's conclusions as a result of his overseas tour.

4. Critique of Operations Support School (Administrative Phase B.5) was completed.

II. NEW PROJECTS

1. List of OTR accomplishments for 1956.

2. Word description for the DD/S Liaison Officer of relative positioning of OTR components in the new building.

III. PROJECTS IN PROCESS

1. Five Per Cent Training Policy - Presently under revision are requests for approval of:

a. Twenty-one formal and job training courses conducted by DD/S components.

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JOB NO. _____ FILED NO. _____ DOC. NO. 4 NO CHANGE
IN CLASS/ DECLAS/ CLASS CHANGED TO: TS 2 RET. JUST. 22
NEXT REV DATE 09 REV DATE 13-12-27 REVIEWER [REDACTED] TYPED OC. 02
NO. PGS 4 CREATION DATE _____ ORG COMP 11 OPT 11 ORG CLASS 02
REV CLASS C REV COORD. _____ AUTH: NR 70-3

b. Five job training courses conducted by FBID/OO.

3. Training Requirements for the Clandestine Services - Forms being revised, other components have been asked for modifications necessary to their sections.

4. New Building Space Directive "D" - Space requirements and present allocations reviewed with school and branch chiefs. Revised requirements will be submitted to Building Planning Staff for forwarding to architects. Next step: Review of floor plans prepared by architects.

5. OTR Regulation, "Publications" - First draft prepared.

6. OTR Regulation, "Review of Non-OTR Training".

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8. Review of PP Instruction in OTR Courses. [redacted] briefed [redacted] regarding his finding concerning the PP bloc of instruction. [redacted] endorsed the conclusions and tentative recommendations reached. Subsequently, the PP Staff Officers of CSTC were similarly briefed. They also concurred in the conclusions and recommendations as stated and are exploring the best ways of implementing the recommendations in so far as the CS is concerned. After the Staff action has been completed, the requisite Staff study will be submitted.

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IV. MEETINGS ATTENDED

✓ X 1. DD/P Material Board, 27 November- DD/P Material Board approved the program for establishing priorities governing research and development activities of the Agency. In addition, it was learned that the PP Staff would request OTR to [REDACTED]

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[REDACTED] It was learned that an official memorandum was being sent to the DTR from the Chief, PP Staff, requesting OTR support in this respect.

✓ X 2. SUPPORT PLANNING COMMITTEE - On 26 November it was learned indirectly at the Support Planning Committee that the NEA Division of DD/P is continuing its planning on the use of [REDACTED] Among the facilities, the base is to provide for [REDACTED] area devoted to training. There is no indication nor has there been any communication on the training requirements which are to be satisfied by the use of [REDACTED] In view of the fact that only one of the eight Support components of the Committee has been cut in on NEA support planning requirements, the chairman of the Committee has invited the Chief of Administration, NEA Division, to the next meeting of the Committee (3 December) to discuss support requirements generally.

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The Chairman announced that the DD/S had authorized him to survey possible re-location sites for all Agency personnel in the event of a thermonuclear attack on the city of Washington. While Some expansion of [REDACTED] is contemplated to accommodate senior officials, the main bulk of Agency personnel will be re-located at a more distant point somewhere within a 100 mile radius from Washington.

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✓ X 3. War Training Annex - [REDACTED] discussed the present draft of Annex G, War Training, to the Global War Plan with Chief, Global Branch, War Plans Division of PPC. That Branch is responsible for the preparation of Annex C, Overseas Organization, and Annex D, Headquarters Organization. Inasmuch as these have not been published, no guidance was received on organizational relationships for incorporation in Annex G.

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V. PUBLICATIONS

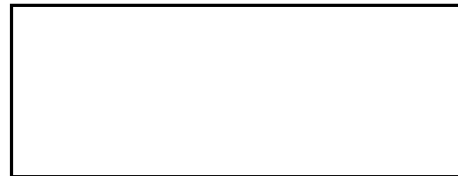
X 1. OTR Catalog- Advance copies of the Long-Term Schedule of Courses were received from PSD/LO, and distributed to the Training Officers of DD/I, DD/S, and DD/P, and throughout OTR to the level of Chief Instructor. Headquarters Catalogs 100-1 and 101-1: PSD/LO distribution estimate - 15 to 25 December.

2. OTR BULLETIN

a. Chiefs of Schools and Staffs are requested to advise their staff members that news items, course announcements, articles, and other contributions for the January, 1957, issue must reach the Editor on or about the standard deadline date of 15 December.

b. Distribution of the December issue, Number 21, (General edition only) will be as follows:

<u>Office</u>	<u>Copies</u>
Director of Central Intelligence	27
Deputy Director for Intelligence	254
Deputy Director for Support	307
Deputy Director for Plans	<u>250</u>
Total	838



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